

Position:	<b>Reference Librarian - Fifth Circuit Headquarters Library</b> Court Personnel System Classification Level CL-28
Position Type:	Full-time, 40 hours per week.
Salary Range:	Expected starting salary range: \$48,456 - \$60,576, depending on experience and qualifications. Full annual salary range: \$48,456 - \$78,755
Closing Date:	Consideration of applications begins on June 27, 2005; position open until filled.
Location:	New Orleans, Louisiana

**REPRESENTATIVE DUTIES**

- Provide reference assistance to users of the law library, including staffing the reference desk, responding to email reference inquiries, and providing other forms of research assistance as needed.
- Creatively respond to the research needs and research instruction needs of chambers staff and other court personnel. Create and maintain research guides and provide awareness for use of the library and materials in print and electronic forms.
- Prepare bibliographies, library exhibits, and other current awareness services.
- Participate in content development and maintenance of the library's web sites.
- Participate in collection development responsibilities for print, electronic, and internet resources.
- Represent the Fifth Circuit library system at local, regional, or national meetings.

**REQUIRED QUALIFICATIONS**

- M.L.S. degree or equivalent from an ALA-accredited library school.
- One year of professional library experience equivalent to work at a CL-27 level. Experience should demonstrate an emphasis on public services work.
- Applicant must be a United States citizen or eligible to work for the federal government.
- Ability to travel as needed.

**PREFERRED SKILLS**

- Two years law library experience.
- Self motivated individual who demonstrates a strong public services orientation and ability to work with varied user groups.
- Skill in the development of web-based delivery systems for information services; superior oral and written communication skills.
- Demonstrated skills in reference and legal research using print and electronic resources, especially LexisNexis and Westlaw.
- Experience with an integrated library system.
- Ability to handle occasional moderate to heavy physical activity.

**APPLICATION PROCESS**

Please submit cover letter and resume to (email submission is acceptable):

**U.S. Court of Appeals Library**  
**Attn: Kay Guillot**  
**600 Camp Street, Room 106**  
**New Orleans, Louisiana 70130**

**Phone: 504-310-7797**  
**Fax: 504-310-7578**  
**Email: Kay\_Guillot@ca5.uscourts.gov**

**BENEFITS AND OTHER INFORMATION**

Federal court employees are not included in the government's civil service classification. However, they are entitled to the same benefits as other federal employees and some additional benefits. These include: paid

annual and sick leave; automatic enrollment in a retirement plan and in direct deposit of earnings; and optional enrollment in health benefits, life insurance, tax-deferred savings, long-term care, and long-term disability programs. Court employees are required to use Electronic Fund Transfer (EFT) for payroll deposit. New selectees are subject to a background check as a condition of employment.

**The Court of Appeals is an Equal Opportunity Employer**